

STATEMENT OF PURPOSE SUMMARY EXPLANATION

Subject: PUB-402 (DCFS Operations Manual)

The Operations Manual has been developed to provide a consolidated description of the Division's operational structure. The Operations Manual provides detail on each of the Division's four administrative sections in relation to purpose, legislative and regulatory authority, funding, organization, reporting requirements, policy, monitoring and interfaces. The Division is comprised of the following four sections: Office of Community Services, Office of Community Support, Office of Finance and Administrative Support, and the Office of Legislative Analysis, Research and Planning. The Operations Manual also identifies the full range of services provided by the Division including protective services, foster care and adoption services.

In addition, PUB-402 contains several forms developed to enhance DCFS service delivery. These forms are the CFS-301 (DCFS Policy Development/Review Request), CFS-465 (Foster Parent Orientation Checklist) and CFS-1136 (DCFS Employee Orientation Checklist Addendum). The forms are contained as appendices in PUB-402.

The CFS-301 is a new form developed to provide a standardized method for requesting revisions to the DCFS policy, forms and publications.

The CFS-465 is a new form designed to coincide with the foster parent orientation session. The checklist offers a way of determining what has been discussed with the foster parent.

The CFS-1136 is a new form developed to identify the tasks that must be completed during orientation of a new DCFS employee or a rehire. It also tracks completion of all orientation requirements.